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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Possible Visit of President Carter to Headquarters Building

Executive Registry

78-1971/3

FROM:

Michael J. Malanick  
Associate Deputy Director for Administration

EXTENSION

NO. DDA 78-2648/3

DATE 25 July 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.  
DDCI

Frank:

I would like to recommend that the DCI give strong consideration to inviting the President out on September 18 vice August 17 or 18 because September 18 is the Agency's birthday. If this could be done then we might also consider having the President present longevity awards to some of our employees.

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Michael J. Malanick  
Associate Deputy Director  
for Administration

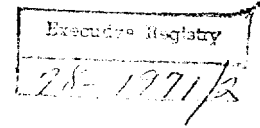
Attachment:  
Proposed Schedule for  
President Carter's Visit

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COMPT 78-0723

24 JUL 1978



MEMORANDUM FOR: Executive Advisory Group Members

SUBJECT : Minutes of Meeting, 19 July 1978--President's  
Visit (A/IUO)

1. (A/IUO) Following up on the DCI's memo of 5 July (same subject), Mr. Carlucci asked members for their views on structuring an agenda for an expected visit by the President sometime in August. (The White House will confirm date/time by 1 August.)
2. (C) Discussion centered on developing a three-part (30 minutes each) event and scenarios that would be most profitable to both the President and the Agency. Members' views touched on numerous aspects--how the purpose of the event should be viewed, the political implications, the potential gain for Agency morale, an opportunity for the President to see first-hand how Agency people work, and logistical and security implications.
3. (C) It quickly became evident that one of the more difficult problems will be in how to cope with the press corps that is likely to accompany the President. The degree of access permitted to the press will determine the limit of participation by DDO personnel and vice versa. It was agreed that DDO personnel would benefit most from direct participation in this event. This problem needs to be worked out carefully to ensure a balanced and secure arrangement--if possible, one that will neither deny participation by the largest number of Agency personnel nor the benefits of press coverage.
4. (C) After examining several alternatives for each segment of the three-part agenda, it was agreed that the following general plan would be proposed:
  - DCI and DDCI to greet the President.
  - President to meet with Agency senior staff in DCI Conference Room (brief presentation of current interest items--substantive intelligence or operational situation or both).

(EXECUTIVE REGISTRY)

White House

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- Visit to one or two areas (to be selected); designed to show the President how CIA works. This might be best illustrated by a presentation of how information becomes an intelligence item in the PDB (if appropriate, an item appearing in the PDB that very day). NEAC and DDO participants should make this presentation.
- President to address Agency personnel in the auditorium and probably include a short period for questions and answers. This segment to be carried on TV monitors in the main building for general viewing by all personnel.

Each segment will be limited to 30 minutes or less.

5. (A/IUO) Mr. Carlucci tasked the following to work out details:

Mr. Hetu	Develop scenario (with options) for arrival of the President and talking points for the President's use in the auditorium.
Mr. Taylor	Draw up a couple of scenarios for President's meeting with Agency senior staff.
Mr. Malanick	Work out the logistics including selection of participants to greet the President, make-up of audience in the auditorium, security, and arrangements for press corps.

6. (A/IUO) Mr. Carlucci asked Mr. Taylor to pull together these items for his review. They should be received by Mr. Taylor no later than 27 July. A paper will then be prepared for DCI approval and White House review, approval, and coordination.

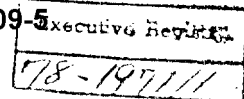
[Redacted Signature]

James H. Taylor  
Secretary  
Executive Advisory Group

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cc: Mr. H. Hetu

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MEMORANDUM FOR: ~~Executive~~ Advisory Group Members  
FROM : Deputy Director of Central Intelligence  
SUBJECT : President's Visit to CIA

Attached is a memorandum from the Director concerning a proposed Presidential visit to CIA in mid-August. I would like to meet briefly with all of you on Wednesday, 19 July 1978, at 1600 to gather your ideas as to specific meetings or visits we might suggest. In particular I would like your thoughts on what basic themes or impressions we might attempt to communicate to the President as we plan for his visit.



Frank C. Carlucci

Attachment:  
As Stated

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EXECUTIVE REGISTRY FILE White House

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Executive Registry
78-1971

5 JUL 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence  
FROM: Director of Central Intelligence  
SUBJECT: President's Visit to CIA

1. We have to start thinking about the President's proposed visit to the Agency. I hope it will take place in mid-August. If we can get him for an hour and one-half, I had the following things in mind:

- a. Half an hour with a group of DDO people.
- b. Half an hour with NFAC.
- c. Half an hour touring a few places with particular reference to touring the graphics facilities which he has expressed so much admiration for.

2. We will have to think carefully about how we can structure meetings with DDO and NFAC to be of maximum benefit to the President and to us.

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[Redacted Signature Box]

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PROPOSED SCHEDULE FOR PRESIDENT CARTER'S VISIT

<u>Time</u>	<u>Place</u>	<u>Principals</u>	<u>No. of People</u>	<u>Remarks</u>
0955 (E.G.*)	Helipad	DCI & DDCI will met & escort by car to Headquarters Building entrance.	Approx. 100 Agency personnel (weather permitting).	
1000	Building entrance	President makes brief remarks to Agency employees & selected members of media.	Approx. 1000 Agency personnel (weather permitting).	(1) First stop if by motorcade. (2) This will be only remarks to media members. (3) Hetu will suggest points to be covered by President.
1010	DCI Conference Room	Senior Staff	Approx. 20 people.	(1) Taylor will suggest theme. (2) Suggest this be given last priority if time does not permit or if building tour substituted.
1030	Ops Center - Conference Room	PDB Presentation (with representatives from all Directorates participating).	Approx. 20 people.	(1) Ops Center will arrange. (2) Suggest this be given next to last priority if time does not permit or if building tour substituted.
1100	Auditorium	(1) All Agency personnel (representative group) (2) DCI will provide introductory remarks.	Approx. 500 people in auditorium. Additional 500 can view live TV presentations in both cafeterias.	(1) Hetu will suggest points to be covered. (2) No media coverage. (3) Agency will film & tape for possible transmittal overseas.
1130	Depart			

\*Omit if by motorcade.

COMMENT: Times are only illustrative.



ADDITIONAL REMARKS

1. After President Carter's remarks at building entrance, he will pass through lobby where he can pass by an additional 200-300 Agency personnel. He will be escorted by DCI and DDCI up to the DCI Conference Room in the DCI elevator.
2. After meeting with senior staff, i.e., 0900 group, the President will be escorted to the Ops Center by DCI and DDCI. After presentation in the Ops Center Conference Room, he can leave the 7th floor via the Nos. 13, 14, 15 and 16 bank of elevators which will enable him to circle the quadrangle back to the first floor tunnel entrance to the auditorium. Agency personnel will be in all these hallways to greet him enroute. Since no members of media will be allowed in the building, there should be no cover problems and he can be given maximum exposure.
3. If a tour of the building is substituted for any one-half hour segment, suggest the Signal Center on the first floor; one of the cafeterias, which can be filled with DDO personnel who seem to be regularly excluded from such affairs for cover reasons; and possibly Signal Analysis Division of the DDS&T on the ground floor, which seems to hold a fascination for visitors.
4. Distribution of tickets for the auditorium will be based on 500 capacity and using on-duty strength in Metropolitan Area (by Directorates):

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Tickets will be distributed to the Directorates, the DCI Staff and IC Staff in the above numbers. The distribution to each element will be accompanied by a memorandum signed by the DDA which will direct that distribution should be made to cover a cross-cut of Agency personnel, including grade, male/female and minority groupings. Each Directorate will make a suballocation to offices and/or divisions. It will be their responsibility to monitor the distribution.

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27 July 1978

MEMORANDUM FOR: James H. Taylor  
Secretary, Executive Advisory Group

FROM: Herbert E. Hetu  
Director of Public Affairs

SUBJECT: President's Visit

REFERENCE: Your Memorandum, Same Subject,  
Dated 24 July 1978

In connection with tasks outlined in the reference, two proposals are attached:

--The DCI's brief welcoming remarks to be presented on the steps of the Headquarters Building when the President arrives; and,

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Herbert E. Hetu

Attachment: a/s

Welcoming Remarks for the DCI On the Occasion of  
the President's Visit to CIA Headquarters, August 1978

Mr. President,

On behalf of all of the ladies and gentlemen of the Central Intelligence Agency--welcome.

And Mr. President, it is my great privilege to be able to present to you the extremely able, dedicated people of the world's finest intelligence organization. I always knew they were good, but I didn't realize just how good until I became one of them a year and a half ago. In all candor, that revelation is among the most delightful of my entire career in government service. I cannot praise the dedication and professionalism of these people enough.

We are of course pleased, honored, and flattered by your visit here and by the fact that you would take the time from your heavy responsibilities to share some time with us.

But more than that. We all recall your promise on your last visit here to provide the American people with an accurate assessment of the legality and propriety of intelligence activities.

Mr. President, we welcome your assessment. We are proud of the way we conduct our business--effectively and honestly.

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We are proud of our role as the only independent intelligence agency responsible directly to you and the National Security Council, and we are dedicated to your service.

You know the value of our business and how well it is performed better than anybody else. I speak for all the people of CIA when I say sincerely how delighted I am to have you with us today. You are the one person in the world most able to evaluate and appreciate our performance.

Again, welcome, and thank you for being here.

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